

PBUSE PROCEDURES FOR TRANSFORMATION OF UNITS

NOTE: Aviation Units – See last page for instructions

The procedures listed below are guidelines for PBUSE in regards to transformation of units utilizing PBUSE:

PROPERTY BOOK LEVEL

1. If a new INS Code is required, contact your USPFO Property Management Branch (PMB). PMB will contact LOGSA for assignment of INS Code. Also, contact LOGSA if the new UIC is being added to a current INS Code, this will align the UIC with applicable INS Code. Request DODAAC for new UIC through your USPFO Property Management Branch.
2. If a new INS Code is being established, there will be no user created catalog records for that INS. It may be prudent for you to contact the PBUSE Help Desk with the INS Code of a unit similar type to yours (AVN, MED, ASG, etc) from your state. Request that unit's User Catalog records be copied to your NEW INS Code..a good starting point.
3. If the Property Book Officer is new for this UIC/INS, fax a copy of the orders to the Enterprise/DMC at 804-706-2429, and then contact the Enterprise/DMC at 804-706-2456 to confirm receipt of the orders and coordinate with the Enterprise/DMC to add the new PBO to PBUSE. Also, if a new FF or AA is required, this will have to be coordinated through the Enterprise/DMC.
4. Upon receipt of new INS Code, the Property Book Officer for the new UIC can add the new UIC on to PBUSE by utilizing the View / Maintain Organizational Data Menu. If the new UIC is going to remain under the current INS Code and Property Book Officer, then the Property Book Officer just adds the new UIC under the FF or AA that he/she currently has Property Book Officer Roles and Permissions.
5. After the PBO has added the new UIC on to PBUSE, contact the Enterprise/DMC and request that a LOGTAADS be ran for the new UIC, this will establish the TAC 1 authorizations for this UIC. Other TACs will have to be added by the PBO.
6. Property Book Officer will need to review/add/update the View/Maintain Parameter Tables (Reference Lookup Tables) as required for the new UIC.
 - Date Last Inventory VMPT-4X
 - Decontamination Code Table VMPT-4E
 - Detector (NBC) Code Table VMPT-4F
 - Document Number Assignment Code Table VMPT-4G (If new INS Code has been issued)
 - DSU/SSA DODAAC Code Table (Property Book Level)
 - Exception Reportable Items Code Table VMPT-4I
 - Follow-Up Code Table VMPT-4J (SHOULD BE NO VALUES IN THIS CODE TABLE)
 - Individual Protective Equipment Code Table VMPT-4M

Medical (NBC) Items Code Table VMPT-4N
MILSTRIP Property Book Code Table VMPT-4O (Property Book Level DODAAC)
Protective Mask Code Table VMPT-4Q
Radiacmeter Code Table VMPT-4R
Routing Identifier Code Table VMPT-4S

7. The property book officer can now assign property to the new UIC. If the old UIC has been converted also to Unit Level PBUSE, please review actions below:
8. Continue with PBUSE property book level functions.

UNIT LEVEL PBUSE

If the old UIC has also been converted to Unit Level PBUSE, the below listed procedures need to be followed:

1. The Property Book Officer will have to add/modify the information for the new UIC to support unit level PBUSE operations:

- a. If the PBUSE Unit Level Operator is the same individual for the new UIC, the Property Book Officer will have to modify the individual roles to add the new UIC. If the individual is new, then the Property Book Officer will have to use add the new user screen instead of the modified screen.

If the Property Book Officer is also the ISSO then sign in as Staff Level Roles and add the following remark in the ISSO remarks block: **This update is to support a new UIC through transformation and no conversion/migration is required.**

NOTE: If this information is not provided Roles and Permissions Approval may be delayed at (not approved by) Enterprise/DMC.

2. Once the Roles and Permissions have been added or modified, the Unit Level Individual will have to complete the following requirements:
 - a. Update/add information to the View/Maintain Parameter Tables (Reference Lookup Tables) as follows:

Property Book Origin Data VMPT-4V **(SIC will be A)**
MILSTRIP Property Book Code Table VMPT-4O (Unit Level)
DSU/SSA DODAAC Code Table (Unit Level DODAAC)

b. Add SHR Holder (SHR-1) Information – NOTE: A SHR No of CDR must be added first. After this has been accomplished, select MATERIEL Items (SHR-3) to insure that property that has been assigned by the Property Book Officer. After verification of the property, build other hand receipt holders (SHR-1) and Reassign Equipment (SHR-2) as applicable.

3. Continue with normal PBUSE Unit Level Functions at this point.

Aviation Unit Transformation Procedures

If the Gaining UIC is currently on PBUSE and assigned to another State, below are the steps to be used:

1. Print Primary Hand Receipt for the UIC (UIC that is being assigned to another State). Maintain the Primary Hand Receipt as a Historical Record and to validate the PBUSE UIC Change Process.
2. Process or cancel any “Suspended Transactions” for the UIC i.e. Administrative Adjustment Report, Asset Adjustments, Lateral Transfers, and Unit Transfer/Task Force/Split Operations.
3. Review open documents for the Old UIC and submit AC1s for items no longer required.
4. **UIC Change** - See PBUSE EUM paragraph 7.9 and 7.9.1 for additional information, and procedures for UIC Change.

New UIC – Recommend a derivative UIC of the Gaining UIC

Example: Gaining UIC – WQNRAA – Derivative UIC – WQNRTU
Unit: Co B 1/189th Transformation Unit
TOC: Leave Blank
MTOE/TDA: Leave Blank

PBUSE UIC Change Screen:

Change From:

<u>Old UIC</u>	WTCHB0 (This is the UIC that you will be losing)
Unit:	PBUSE will populate this information
TOC:	PBUSE will populate this information
MTOE/TDA	PBUSE will populate this information

Change To:

NEW UIC: WQNRTU

Unit: Co B 1/189th Transformation Unit

TOC: Leave Blank

MTOE/TDA: Leave Blank

NOTE: Follow the screen prompts, this process to change UIC will take several minutes. If you don't see the information on Figure 7.9-5 Active Jobs listed with your UICs, then check the Incoming Messages for information as to why the UIC Change Process didn't work, if you see the UIC Changes listed on the Active Jobs, then the process is working –

Caution Statement: It take several minutes to process – let the system work!!!

5. Upon completion, check the Incoming Messages for the results of your UIC change, you should get a message: UIC Change is successful (WTCHB0 to WQNRTU).
6. Update the Organizational Data as required (View/Maintain Organizational Data)
7. Print the Primary Hand Receipt for the new UIC (WQNRTU) and compare with the Primary Hand Receipt for UIC (WTCHB0) which you were instructed to due in paragraph 1 above.
8. From the Reports Menu, Select UIC Change Listing, print UIC Equipment Change Listing and compare to the new Primary Hand Receipt to confirm all items processed to new UIC.
9. Contact the State that now owns the Old UIC and inform them you have cleared the UIC from your organization.
10. Upon receipt of new UIC, go to View/Maintain Organizational Data process and ADD the new UIC, then request a LOGTAADS be run for the new UIC (Contact the Enterprise/DMC 804-706-2456).
11. Upon completion of LOGTAADS run for new UIC, do a UIC Merge (Merge derivative UIC to the newly added UIC) Reference EM Manual paragraph 7.9.3.
12. Contact your USPFO PMB who will need to contact LOGSA informing LOGSA of INS Changes for UIC as applicable.

NOTE: PBUSE Unit Level adjustments will be required, see Unit Level PBUSE above: